

FILED *(Records)*
RETURN TO *ARO*

RECORDS SECTION
GENERAL SERVICES OFFICE

26 February 1954

MEMORANDUM FOR: File

SUBJECT: Designation of Area Records Officer,
Regulations Control Staff, Office of
the Deputy Director (Administration)

25X1A9a In accordance with the request contained in the
memorandum from Mr. [REDACTED] Special Assistant to the
DD/A, arrangements were made for Miss [REDACTED]
to discuss matters pertaining to the Records Management
Program and her duties as an Area Records Officer for
the Regulations Control Staff.

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The over-all program and its general objectives
were discussed with Miss [REDACTED] on 25 February. She
was introduced to the Section Chiefs in the Records
Management Branch and given various types of instructional
and informational material pertaining to records manage-
ment in the Government and to the Agency program.

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25X1A9a Based on the conversation with Miss [REDACTED] it
appears that the Regulations Control Staff is in need
of assistance and guidance in determining what types
of material they now have that can be considered to be
inactive and transferred to the Records Center. Miss
[REDACTED] plans to review their situation and contact the
Records Management Branch within the next week and dis-
cuss the assistance she will need in carrying out her
duties as an Area Records Officer.

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It was suggested that an over-all program pertaining
to the records of the Regulations Control Staff be
developed before any attempt was made to segregate por-
tions of their records which may be considered to be in-
active. In addition, it was also suggested that the
subject numeric filing system, as is being proposed for
installation throughout the Agency, be adopted for use
by the Regulations Control Staff.

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3/4 - Called Miss [REDACTED] - She is to get
in touch with [REDACTED] during
the week of March 8 regarding inventory
of [REDACTED] records schedule.
Approved For Release 2000/08/25 : CIA-RDP70-00211R000200080030-1
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